



भारत सरकार/Government of India
वित्त मंत्रालय /Ministry of Finance
आयकर विभाग/Income Tax Department

Addl. Commissioner of Income Tax (TDS), Chandigarh
C. R. Building, 2nd Floor, Sector 17-E, Chandigarh
0172-2544008 chandigarh.addl.cit.tds@incometax.gov.in

फ.स. / अ.आ.आयु. / टी.डी.एस. / चण्डी / 2021-22 / 698

दिनांक:- 08.11.2021

To,

The Dy. Commissioner of Income Tax (HQ)/Admn.,
O/o the Pr. Chief Commissioner of Income Tax,
North West Region, Chandigarh

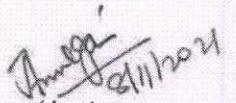
Sir,

Sub:- Uploading of Tender Notice and its enclosures for hiring of one operational vehicle on the website of CBDT, NWR, Chandigarh i.e. www.incometaxchandigarh.org - Regarding-

Kindly refer to the above cited subject.

In this connection, it is stated that this office proposes to invite quotation / tender for hiring of one operational vehicle for the O/o Addl. Commissioner of Income Tax (TDS), Chandigarh. As per departmental guidelines, it is necessary to upload the same to the website of CBDT, NWR, Chandigarh. It is, therefore, requested to kindly upload this notice on the Departmental website www.incometaxchandigarh.org and its enclosures as early as possible.

Encl: As above.


(Amit Jain),
Addl. CIT (TDS),
Chandigarh.



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**TENDER NOTICE FOR HIRING OF ONE OPERATIONAL VEHICLE THROUGH
SERVICE PROVIDER**

The office of the Addl. Commissioner of Income Tax, TDS Range, Chandigarh invites sealed tenders for hiring of operational vehicle for a period of three years as per following terms and conditions:

Sr No.	Particulars of vehicle	Quantity	Place of Deployment	Maximum amount for each vehicle (incl GST)
01	Toyota Innova Crysta or Like (preferably new)	1	Chandigarh HQ (Within jurisdiction)	Rs.50,000/-

Terms and Conditions

- 1) The vehicle must be in excellent working condition. The vehicle will be run for approximately 2500 kilometers per month by the officers/officials of the department.
- 2) The vehicle provided by the Contractor should be made available on all days including holidays on round the clock basis. Non-providing of vehicle/alternate equivalent vehicle on any day/days will attract deduction of charges from the bill on prorata basis.
- 3) The vehicle provided to the Department shall be while in color. The driver to be provided by the contractor with the vehicle should be in uniform (white pants, white shirt and black shoes) while on duty as per guidelines of RTO. Following conditions are to be fulfilled by the Contractor and driver:-
 - a) The driver should have a valid driving License and experience of more than three years of driving the class of vehicle offered for hire.
 - b) The driver shall be provided with a mobile phone by the Contractor. The bill of the mobile phone is to be borne by the Contractor. The driver should always be reachable on mobile phone during the period of deployment.
 - c) The driver should be decent and well mannered. He should not have any criminal background. It shall be the responsibility of the Contractor to verify the antecedents of the driver before deployment.
 - d) The Contractor shall be responsible for verification of medical fitness and suitability of driver before deployment.

- e) The driver should have knowledge of city routes and should be able to communicate both in Hind and English.
 - f) All statutory compliance related to employment of the driver needs to be adhered by the contractor.
 - g) Dedicated driver is to be provided by the Department. Any change would be permitted only in exceptional circumstances, on prior permission.
 - h) The driver deployed by the Contractor shall maintain decency, peace and order during deployment with the department. The contract will be terminated without notice if the driver is found in an inebriated state or misbehaving at any time during the contract. He shall behave courteously with all the officers/ employees of the department, other personnel working for the department and the visitors of the office/residential premises. The driver/personnel would be required to be immediately replaced by the Contractor on complaint of misbehavior. Any damage to property by the deployed personnel shall be recovered from the Contractor.
- 6) All the claims/damages arising out of accident, if any, shall be settled by the Contractor. The responsibility for loss/damage of property/life due to accident of the vehicle/driver shall be of the Contractor. The Department/officer(s)/official(s) of the Department shall not be responsible for any such loss/damage. The Contractor will also indemnify the office of the concerned officer against any loss/damage/ of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.
 - 7) The contract will be for three years with effect from the date of signing of agreement and is renewable on mutual agreement (if found satisfactory) by the Department, on the same terms and conditions or such modifications as agreeable to both the parties.
 - 8) The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor after giving a notice of 30 days.
 - 9) During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
 - 10) The vehicles shall have comprehensive insurance and fitness as per RTO Rules and compliance to the provisions of the Motor Vehicles Act/Rules. All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions etc. and the driver i.e. minimum wage, social security etc. will be the responsibility of the contractor.
 - 11) The Contractor should keep the following documents to justify their capacity to execute the contract: Certificate of Registration of Vehicle, Insurance of Vehicle, Road Tax certificate, Emission Test Certificate etc. in original.
 - 12) The vehicle should be registered as public service vehicle (commercial vehicle) with the competent authorities of the State Government.
 - 13) The vehicle to be maintained in excellent condition regular cleaning and convince must be ensured.
 - 14) The contractor shall provide replacement of vehicle within one hour in case of breakdown or servicing or absence of driver. In case replacement is not provided, the Income Tax


Department shall deduct proportionate amount on daily basis from the bills. In case of late reporting, penalty of 50% of proportionate contract charges per day may be levied.

- 15) The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, servicing, insurance, permit, statutory dues, taxes, other risks and liabilities, driver salary and allowance including night bhatta etc. Parking Charges & Toll Taxes will be reimbursed on actual basis. No request for any extra payment would be entertained. TDS will be deducted as per the provisions of the Income Tax Act, 1961 while making payment.
- 16) Payment shall be made by the Addl. Commissioner of Income Tax, TDS Range, Chandigarh after the end of every month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
- 17) A daily record indicating time and mileage for each vehicle is to be maintained in a log book and entries therein must be certified by the user.
- 18) The unused Kms of a month will be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2500 Kms run in a month and actual kilometers run by the vehicle.
- 19) The vehicles taken on hire would have to be parked either in the office premises or at the premises of the officer to whom the vehicle is allotted/or at his/her discretion.
- 20) The contractor to whom contract is awarded would furnish name, address and contact number of a person with whom the department/controlling officer (of the Department) should contract, in case of any problem faced with regard to service being provided by such contractor on day to day basis.
- 21) Any violation of the aforementioned terms and conditions and if the services are not found satisfactory may lead to termination of contract without any notice.
- 22) In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Addl. Commissioner of Income tax, TDS Range, Chandigarh will be final.

The technical and financial bids are enclosed herewith. The vendor has to submit both the documents. The department reserves the right to reject the bid if the terms and conditions are not satisfied irrespective of the financial bid. The bid must reach this office by 16.11.2021 till 02:00 P.M in the sealed cover.

Issued with the approval of CIT (IDS)-1, Chandigarh.

Encl: As above.


(Amit Jain),
Addl. CIT (IDS),
Chandigarh.

TECHNICAL BID DOCUMENT

1. Name of the Proprietor / Registered Firm/Company :
2. Address of the concern alongwith Telephone No. Fax and Email :
3. Name and Address of the partners/ Directors alongwith Mobile No. (in case of firm/company) :
4. Contract Person(s) (With Mobile No.) :
5. No. of years of experience in providing vehicle :
6. Details of vehicles that can be provided in the O/o the Addl. Commissioner of Income Tax (TDS), Chandigarh (Please mention make, model, year and attach copies if RC Books) in the following tabular format

Sr. No.	Make & Model of Vehicle	Year of Mfg. (Month & Year)	Registration No. of Vehicle	Whether copy of RC book submitted (Yes/No)

7. Ownership details of Vehicle

Sr. No.	Name of the Owner	Address	PAN	Remarks

8. Financial Standing of the vehicle

Sr. No.	Whether purchase on Cash/cheque or by bank finance	Amounts of Loan taken	Name and address of Bank	Total payment made on installment

9. List of Clientele (Please attach copies of work orders) in the following format:-

Sr. No.	Name and address of the client	Name and Mo. No. of the contract person	Period for which the vehicles were / are given on hire	Number of vehicles given on hire

10. Permanent Account Number (Please attach photocopy of PAN card and latest return A/d) :
11. GST Registration Number :
12. Details of DD towards cost of tender from (Attach DD in case of download form) :

13. Details of EMD in the following format

DD/Bankers Cheque No.	Date	Name of Bank	Amount

Declaration:-

I / We hereby certify that the information furnished above is full, true and correct to the best of my / our knowledge. I/ We understand that in case and deviation is found in the above statement at any stage the bidder / company will be blacklisted and will not have any dealing with the O/o Adll. Commissioner of Income Tax (TDS), Chandigarh in future.

Place: _____

Date: _____

Signature:- _____

Name:- _____

Address:- _____

Mobile No.:- _____

FINANCIAL BID DOCUMENT
HIRING OF VEHICLES BY THE ADDL. COMMISSIONER OF INCOME TAX (TDS),
CHANDIGARH
RATE QUOTATION

1. Name of the Proprietor / Registered Firm / Company :
2. Address of the concern alongwith Telephone No. Fax and Email :
3. Contract Person(s) alongwith Mobile No. :
4. (a) Rates for various vehicles and their models (Exclusive of GST) :
(b) GST for Staff Car Vehicle :

Sr. No.	Particulars	Amount in Rupees	
			Other* (Mention Make)
1.	Total Monthly hire charges for minimum of 1500 Km		

* Please quote for similar vehicle having carrying capacity of 7 or more with desired safety features. Please mention make and corresponding rates, separate sheets can be provided.

Place: _____

Date: _____

Signature:- _____

Name:- _____

Address:- _____

Mobile No.:- _____